


MEMORANDUM

CITY OF GRAND RAPIDS

DATE: March 2, 2022

TO: Top Management 

FROM: Mark Washington, City Manager

SUBJECT: City Manager Administrative Order 2022 – 02:
Employee Masking in the Workplace

As the prevalence of COVID-19 cases and positive testing continues to decline in Kent County, and consistent with the CDC's modified guidance regarding indoor masking requirements, the City of Grand Rapids will no longer require protective face coverings for employees in most settings effective March 7, 2022. This change is effective with the following exceptions:

- 1) Employees working in medical care settings should continue to wear masks when providing care (unless otherwise directed by the CDC and/or Kent County Health Department at a future date)
- 2) Masks should be available and be worn in congregate settings where more than two employees may be exposed to one another in close proximity for an extended period of time. This may include:
 - a. Conference rooms and meeting spaces where sufficient distancing is not possible. In such cases, it is recommended that meetings be held virtually or that the number of participants be limited to allow for appropriate distancing.
 - b. Repair, maintenance or other work that occurs in tight or confined spaces.

We will continue to make masks available and encourage, but not require, mask wearing for public meetings. This is consistent with our current practice.

Any employee who may wish to wear a face covering for personal health or protective reasons should feel free and welcome to, and should not face any form of workplace harassment or differentiation for choosing to do so. Every member of our team faces different personal circumstances that guide our choices in this respect and we will not tolerate any behavior that is inconsistent with our values as an organization.

To provide departments with time to manage through this transition, we will concurrently extend our flexibility regarding telework through the end of March, 2022. At that time we will evaluate the efficacy of these modifications as we continue to progress to more regular operations as an organization.

cc: Eric DeLong, Deputy City Manager
Doug Matthews, Assistant City Manager
Desiree Foster, Human Resources Director